Pre-Advisement Student Checklist

☑ **Resolve any holds on your account** (outstanding tuition, library books, etc). Contact the appropriate office to resolve the restriction.

- To View Your Holds:
  - Go to www.niagaracc.suny.edu→ Bottom of Page under Student Column → click Banner Web→ Enter Secure Area→ enter user ID and PIN→Student & Financial Aid → Student Records → View Holds.

☑ **Run a Degree Evaluation online to verify remaining coursework required to meet degree and/or certificate requirements.** This evaluation will help you understand what course requirements are lacking for your chosen degree/certificate BEFORE you meet with your advisor. Print this report and bring it to your appointment!

- **To View Your Degree Evaluation:**
  - Go to www.niagaracc.suny.edu→ Bottom of Page under Student Column → click Degree Evaluation→ scroll to the bottom of the page and click on LOG IN TO DEGREE WORKS → enter TWolves username and Password.
  - For guidance on how to read your Degree Evaluation use the Degree Works Student Quick Reference Guide.

☑ **View the course schedule online and prepare a tentative schedule.** Use the following NCCC Course Schedule Planner to help you plan your course times. Be prepared to discuss alternative courses with your advisor in case your first choices are closed. Your advisor will review this tentative schedule and approve it by listing the courses on the Course Advisement Worksheet; this will then be given to you along with a RAP number for web registration.

- To View Course Offerings for the next Semester(s):
  - Go to www.niagaracc.suny.edu→ Bottom of Page under Student Column → click Banner Web→ Open Seats Listings → Choose Term → Select.

Having trouble with Banner Web? Call (716)614-6254 during business hours.

After Meeting with Your Advisor

☑ **Make sure to E-Sign your Financial Obligation Agreement** when you register.

- In Banner Web, when you click on Student and Financial Aid -> Registration -> Add or Drop Classes, you will select the term for which you are registering and click submit. If this is your first time choosing classes for the term selected, you will get the Financial Obligation Agreement screen, which you must accept in order to register for classes. This will be saved in our system, even if you finish your session without registering for classes.

☑ **Register for courses online with Banner Web** (your registration alternate pin (RAP#) must come from your advisor).

☑ **Pay your tuition for the upcoming semester:**

- View the **Cashier's Payment Schedule online.**
- Financial Aid must be finalized (not estimates) to be used as tuition payment.